

**Amendments to the Claims**

This listing of claims will replace all prior versions, and listing, of claims in the application:

1. (Currently Amended) A method for removing personal information from a first electronic document ~~produced~~ created by a document-generating application that stores the personal information and ~~including a comment appearing at one or more discrete locations within~~ makes the personal information visible at a comment block of the document, wherein the method comprises the steps of:

activating a privacy option comprising computer-implemented instructions provided by the document-generating application and ~~operative to enable removal of removing from the first document~~ one or more pieces of the personal information ~~included with each comment appearing within the first document~~ without deleting the document; and

wherein the removal of one or more pieces of personal information from the first document comprises the computer-implemented step of replacing the one or more pieces of personal information ~~included with each comment~~ created by the document-generating application with generic information ~~included with~~ visible at each comment appearing in block of the first document.

2. (Currently Amended) The method of Claim 1, further comprising saving the first document with the generic information replacing the removed personal information.

3. (Original) The method of Claim 1, wherein the one or more pieces of personal information comprises an author's name, a user's name, a company name, a manager's name, a last saved by name, an e-mail address, or a combination thereof.
4. (Cancelled)
5. (Previously Presented) The method of Claim 1, wherein the generic information comprises a string of letters, numbers, symbols, spaces, or a combination thereof.
6. (Cancelled)
7. (Currently Amended) The method of Claim 2, wherein saving the first document removes one or more pieces of personal information from display in the comment block appearing within the first document when the first document is saved.
8. (Currently Amended) A method for removing personal information from a visible comment block appearing within a second electronic document, wherein the method comprises creating a template of the second document from the first document produced by the method of Claim 1.
9. (Original) A computing system containing at least one application module usable on the computing system, wherein the at least one application module comprises application code for performing the method of Claim 1.

10. (Original) A computer readable medium having stored thereon computer-executable instructions for performing the method of Claim 1.

11. (Currently Amended) A method for removing personal information from an electronic document ~~having a comment displaying~~ created by a document-generating program that makes the personal information ~~and visible at a discrete location within~~ comment block of the document, wherein the method comprises the steps of:

receiving input of one or more pieces of personal information into one or more data storage fields of the document-generating program in response to a request for personal information from ~~[[a]]~~ the document-generating application; and

receiving input to activate a computer-implemented privacy option provided by the document-generating program for the document, wherein on activation of the privacy option ~~results in the removal of~~ the document-generating program removes the one or more pieces of personal information from the ~~comment displayed within the~~ document, and from the comment block within the document, without deleting the document; and

wherein ~~the removal of one or more pieces of personal information from the visible comment within the document comprises the computer-implemented step of replacing the~~ document-generating program replaces the removed personal information with generic information visible in the comment block within the document.

12. (Original) The method of Claim 11, wherein the one or more pieces of personal information comprises an author's name, a user's name, a company name, a manager's name, a last saved by name, an e-mail address, or a combination thereof.

13. (Cancelled)

14. (Previously Presented) The method of Claim 11, wherein the generic information comprises a string of letters, numbers, symbols, spaces, or a combination thereof.

15. (Currently Amended) The method of Claim 11, further comprising receiving input by the document-generating program to save the document, wherein saving the document removes the one or more pieces of personal information from the document and the comment visible within block of the document or ~~replacing~~ replaces the one or more pieces of personal information with generic information in the document and the comment box visible within block of the document.

16. (Currently Amended) The method of Claim 11, further comprising receiving input by the document-generating program to enter one or more pieces of new personal information into the document after activation of the privacy option of the document, wherein the one or more pieces of new personal information entered into the document are (a) removed from the document or (b) replaced with generic information (1) as soon as the one or more pieces of new personal information are added to the document, or (2)

as soon as an "OK" prompt provided by the document-generating program is replied to by an user, or (3) as soon as the document is closed.

17. (Original) A computing system containing at least one application module usable on the computing system, wherein the at least one application module comprises application code for performing the method of Claim 11.

18. (Original) A computer readable medium having stored thereon computer-executable instructions for performing the method of Claim 11.

19. (Currently Amended) A computer readable medium having stored thereon computer-executable instructions for performing a method for removing personal information from a comment ~~visible~~ block within an electronic document, wherein the method comprises the steps of:

activating a computer-implemented privacy option provided by the instructions, wherein activation of the privacy option enables removal of one or more pieces of personal information from the ~~comment visible within the~~ document without deleting the document; and

wherein the removal of one or more pieces of personal information from the ~~comment visible within the~~ document comprises the computer-implemented step of replacing the one or more pieces of personal information with generic information visible in the comment block of the document.

20. (Currently Amended) The computer readable medium of Claim 19, wherein the method further comprises saving the document with the generic information replacing the removed personal information.

21-26. (Cancelled)

27. (Currently Amended) The method of Claim 1, wherein the document generating program generates the comment block containing a comment added to the first electronic document by a user of the program and also containing personal information about the user adding the comment; and wherein

activating the privacy option ~~enables removal of~~ removes the personal information from the document and from the comment block of the document without removing the comment block or the comment added to the document and displayed within the document.